

Sagan Animo In-home Childcare

Policies and Procedures during COVID – 19 Pandemic

This document summarizes current recommendations to operate in a manner that will help prevent the spread of novel coronavirus in Sagan Animo Childcare (SAC).

Coronavirus (COVID-19)

While all parents and caregivers should be informed of a confirmed case of COVID-19, it is not legal to disclose the name of an infected individual.

- Returning After Suspected or Confirmed Positive to COVID-19
 - A member of the home or child who had signs or confirmed positive to COVID-19 will be allowed to return when:
 - At least 3 days have passed since recovery, defined as no fever without the use fever-reducing medications and improvement in respiratory signs like cough and shortness of breath AND At least 10 days have passed since first signs appeared
 - If a person believes they have had close contact with someone with COVID-19, but does not appear to be sick, they should watch their health for signs/symptoms of COVID-19 for 14 days from the first day of exposure. Children and staff who got exposed to anyone with COVID-19 will not be allowed in SAC for 14 days.
 - **If symptoms of COVID-19 appear in child or was in close contact with a person with illness, a negative result of a COVID-19 test or clearance from their doctor will be requested**
 - **Parents will be notified if a member in the home appears with symptoms of COVID-19 which can result in a temporary closure of SAC until symptoms and clearance has been given.**
 - The Owner or Assistant Director will make the call to the parent or guardian immediately for pick-up if the child falls ill or develop a fever
 - The temperature of 99.9F and above or shows any signs of illness even without fever must leave immediately
 - **Parents must inform SAC if your child is positive from COVID-19**
- **ADMINISTRATION OF MEDICATION** (Clearance from doctor will be requested upon return) No child will be given any medication, prescription or over-the-counter, unless the parent gives written permission. Permission to Administer Medication forms are to be filled out each time your child will need medicine to be administered. Prescription medication shall have the child's name, name of medication, doctor's name, name of pharmacy, prescription number, date, and directions for administering. The medication must be in the original container as dispensed by the pharmacy.
 - Parents will be notified immediately of any adverse reactions to medication.

- Restricted Access to home
 - Access to the facility is restricted to registered children and SAC staff only
 - Parent are not allowed inside unless necessary
 - No visitors will be allowed while children are present
 - Prospect parents may come in after registered children are dismissed only
 - Only DPHSS and licensing employees conducting routine inspections are allowed
- Arrival Time – for Children
 - Parent drop-off and Pick-up - please stand outside for social distancing (Parents/guardians or visitors will not be allowed inside the building to limit direct contact between parents and other children)
 - Staff will go through the family health questionnaire verbally with parents/guardian as mandated by DPHSS before admission **every day**
 - Staff will make a visual inspection of the child for signs of illness which include flushed cheeks, rapid breathing or difficulty breathing, fatigue, or extreme fussiness, unexplained rashes.
 - Staff will take body temperature of your child using a non-contact thermometer and your child will be given sanitizer at the door before entering SAC
 - *The temperature of 99.9F and above or shows any signs of illness even without fever will be denied entrance and cannot return until after 120 hours (5 days). Child must be symptom and fever-free for 24 hours without a fever-reducing medication, a doctor/medical clearance is mandatory Or sooner if tested negative from COVID-19*
 - Children with unexplained rashes, diarrhea, and vomiting must be kept home until symptom free for 24 hours.
- Pick-up time
 - Please stand at the entrance of the door and we will send the child out to you.
 - Please try to have the same parent or designated person to drop off/pickup your child every day
 - If possible, older people such as grandparents or those with serious underlying medical conditions should not pick up the children, because they are more at risk for severe illness from COVID-19
 - Please make sure that social distancing are still being practiced outside
- Working Time/Study Time and Social Distancing
 - SAC children will still be free to move about in the environment
 - Tables and chairs will be spaced out, 6 feet apart or more
 - Work areas will be disinfected
 - Materials will be wiped and sanitized after each use
- Daily Lesson Time
 - Children's chair will be spaced out, ideally 6 feet apart for daily lessons
- Number of children will be limited
 - Toys that cannot be sanitized will not be allowed at playtime

- Toys that have been played with must be put aside and sanitize at the end of the day
- Nap Time
 - Bedding will be spaced out as much as possible, ideally 6 feet apart
 - Bedding (sheets, pillows, blankets, sleeping bags) will be kept in individual bags when not in use and will be washed weekly
 - All bedding are labeled and will not be shared, disinfected before storing
- Sanitizing and Disinfecting (As recommended by CDC)
 - Routine Cleaning
 - Wear disposable gloves to clean and disinfect.
 - Clean surfaces using soap and water, then use disinfectant
 - Routine cleaning of frequently touched surfaces,
 - Sanitizer is a product that reduces germs on inanimate surfaces to levels considered safe by public health codes or regulations. Sanitizers may be appropriate to use on food contact surfaces (dishes, utensils, cutting boards, high chairs, trays), toys that children may place in their mouths.
 - Alcohol-based hand sanitizers (must be 65% to 70% alcohol to be effective) is an alternative to traditional hand washing when soap and water are not available or hands are not visibly soiled. Hands should be rubbed together, distributing sanitizer to all hand and finger surfaces and hands should be permitted to air dry. Not allowed for children under 2 years of age, and children must be supervised while using to prevent them from ingesting, inhaling, touching their eyes.
 - Chemicals will be stored securely, out of reach of children and in a way that they will not tip or spill.
- Hand Hygiene
 - Hand washing often with soap and water for 20 seconds, supervise children in handwashing and when using hand sanitizer to prevent ingestion (staff must wash hands after assisting a child)
 - Arrival to the facility and after breaks
 - Before and after preparing food or drinks
 - Before and after eating or handling food or feeding a child
 - Before and after administering medication or medical ointment
 - Before and after diapering
 - After using the toilet or helping a child use the bathroom
 - After coming in contact with bodily fluids
 - After handling garbage
 - After blowing one's nose, coughing, or sneezing
 - After providing routine care for a child who needs assistance
- Diapering
 - Dirty or any soiled clothing must be put in a plastic bag, labeled and sealed to give back to parents for laundering
- Children's Emotional Well-Being during Pandemic
 - Talk to children about COVID-19 using age-appropriate materials
 - Maintain consistency with daily routines and activities

I have read and fully understand these policies and procedures. I agree to abide by the above policies and procedures. I have received an exact copy of this Policies and Procedures Handbook for my own records.

Parent/Guardian Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Provider Signature _____ Date _____